

### Your process...

1

#### Focus Your Job Search

- Reviewing our system
- Outlining your responsibilities
- Understanding the current labor market
- Exploring education & training options
- Budgeting
- Keeping a positive outlook and attitude!

2

#### Assemble Your Marketing Materials

- Understanding what employers want
- Identifying your skills
- Picking your pathway
- Creating a targeted resume & cover letter
- Assembling your marketing portfolio

3

#### Promote Yourself to Employers

- Consulting with a job coach
- Identifying training needs
- Employer strategies
- Focused networking
- Finding jobs that aren't advertised

4

#### Ace Your Interview

- Successful interviews
- Behavioral-based interviews
- Employer research
- Communicate confidently
- Dress for success
- Negotiate your offer

**Get a Job!**

### How we can help you succeed...

#### Workshops

- KeyTrain-NCRC
- Where the Jobs Are!
- Job Club

#### Tools

- Workforce Explorer
- Microsoft e-Learning
- Self-Sufficiency Calculator
- Go2WorkSource.com
- careercruising.com

#### Workshops

- Skills & Abilities
- Perfecting Applications
- Effective Resumes
- Cover Letters
- Job Club

#### Tools

- Workforce Explorer
- KeyTrain- NCRC
- Go2WorkSource.com
- careercruising.com

#### Workshops

- Job Search Strategies
- Meet the Employer
- Job Club

#### Tools

- Workforce Explorer
- greaterspokane.org
- launchpadinw.com
- Networking events
- Journal of Business
- Go2WorkSource.com
- careercruising.com

#### Workshops

- Interviewing Techniques
- Success on the Job
- Job Club

#### Tools

- Interview Practice Lab (SCC/SFCC)
- LaunchPad
- Employer Mock Interviews
- Go2WorkSource.com
- careercruising.com